

FULL TIME POSITION
TREASURER/SUPT OF SCHOOL'S OFFICE
CARBON COUNTY, MONTANA

POSITION: CLERK in the Treasurer/ Supt of School's office

STARTING DATE: April 17, 2017 (or as soon after)

JOB DESCRIPTION: Assisting customers with motor vehicle titling and registration. Collection of taxes, and monies from other offices, and record keeping. You will also be responsible for some school accounting and duties in the Supt. of School's office.

QUALIFICATIONS: Must be able to work well with the public and employees from other offices; keep confidential information to oneself; have good communication skills providing customer service to the public whether in person or by phone; have good organizational skills; meet deadlines; basic knowledge of accounting; problem solving; be proficient with computer program skills; and must be able to do some lifting.

APPLICATIONS: May be obtained from the Carbon County Treasurer/Supt of School's office or online at <http://co.carbon.mt.us/employment>. Applications will be accepted until 5:00 p.m. on Monday, March 20, 2017 at the Treasurer/Supt of School's office in the Carbon County Administration Building, 17 West 11th Street, Red Lodge, Montana or PO Box 828, Red Lodge, MT 59068.

Equal Opportunity Employer

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